

CHANGES COMING TO KING COUNTY SUPERIOR COURT CLERK'S OFFICE

In response to budgetary limitations, the King County Superior Court Clerk's Office is making a number of changes which will become effective January 2, 2011. These changes are outlined below:

REDUCED OFFICE HOURS – ALL LOCATIONS

- The office will begin opening at 9:00 am, rather than opening at 8:30 am as it currently does.
- The office will be <u>closed for lunch</u>, which will be from 12:15 pm-1:15 pm daily.
- The office will continue to close for the day at 4:30 pm as it currently does.
- These changes will not impact the current practices which establish the filing date for documents or cases filed.

DISBURSEMENTS WILL ONLY BE ISSUED ONE TIME PER WEEK

- Starting the first week of January, disbursement checks will be processed on Thursday afternoons, and will be available for pick up or mailing on Friday afternoons.
- Orders to disburse funds which are delivered to the Disbursements Section prior to 12:15 pm each Thursday will be disbursed and available that same week.
- Orders to disburse funds which are delivered to the Disbursements Section after 12:15 pm on any Thursday will be processed the following week.

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FOR MORE INFORMATION ON THIS TOPIC CONTACT TERESA BAILEY – 206-296-7868

ISSUED BY: Barbara Miner, Director and Superior Court Clerk

ISSUE DATE: December 3, 2010

ISSUE NO: 10-008